

## ALCOHOL CONSUMPTION ON DEPARTMENT PREMISES APPLICATION FORM FOR CORPORATE

|  |                      |
|--|----------------------|
| Application to serve alcohol at a function to be held at .....   |                      |
| (departmental unit)  |                      |
| Date of function   | Location of function |
| Purpose of function  |                      |
| <input type="checkbox"/> <i>I have read the Alcohol Consumption on Department Premises policy and confirm that this function is compliant.</i> |                      |
| ..... / /  |                      |
| Action Officer signature   |                      |
| Action Officer name  | Phone                |
| Approval for a function to be held <b>outside</b> of normal business hours   |                      |
| APPROVED/NOT APPROVED  |                      |
| ..... / /  |                      |
| DIVISION HEAD  |                      |
| Approval for a function to be held <b>during</b> normal business hours   |                      |
| APPROVED/NOT APPROVED  |                      |
| ..... / /  |                      |
| EXECUTIVE DIRECTOR / GENERAL MANAGER   |                      |
| APPROVED/NOT APPROVED  |                      |
| ..... / /  |                      |
| DEPUTY CHIEF EXECUTIVE   |                      |

|  |  |
|--|--|
| <b>Further steps upon approval:</b>                    |  |
| If alcohol is to be sold                               | The Division Head must apply for a Special Liquor Licence from the Licensing Commission, at least 7 days prior to the event. |
| If departmental funds will be used to purchase alcohol | Approval must be sought as outlined in the department's Official Hospitality, Entertainment and Work Refreshments Policy.    |